

SELECT COMMITTEE ON GOVERNMENT RESEARCH**U.S. HOUSE OF REPRESENTATIVES**

900 Independence Avenue SW.
 Washington, D.C. STOP 291
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SURVEY OF SCIENTIFIC AND TECHNICAL INFORMATION SERVICES**PART 1.**

(TO BE COMPLETED BY DEPARTMENT OR AGENCY)

The Select Committee on Government Research has been directed by the House of Representatives to make a complete, full, and thorough investigation of the numerous research and development programs being conducted by the Federal Government. The documentation, dissemination, and use of research and development results are crucial elements to the success of these programs. It is with this understanding that the committee is assimilating information about the scientific and technical information processes within the Federal Government in order to make its recommendations to Congress. Part I of this survey concerns present department or agency policies and objectives of your information programs. Part II concerns the specific operation of the existing information facilities, both inhouse and by contract. Your cooperation and thoughtful response is appreciated and will assist the committee in developing its recommendations.

Please type answers to the following questions for your department or agency. (Use additional sheets should space for responses not be adequate.)

DEPARTMENT OR AGENCY REPORTING _____

Report prepared by _____ Tel. No. _____
 (give name and title)

GENERAL OBJECTIVES

1. Describe briefly the specific objectives of your scientific and technical information program, particularly those which might be regarded as unique from those of other government agencies.
2. What amount of your total funds obligated for research and development is set aside for scientific and technical information by type of performer? Attach statement of major budget items included in your scientific and technical information program budget.

FY 1963
000

EST. FY 1964
000

- a. Total R. & D. funds _____
- b. Total scientific and technical information program budget _____
- c. Estimate percentage of scientific and technical information program budget obligated by type of performer: % %
 (1) Inhouse investigators _____
 (2) Contractors _____
 (3) Grantees _____

3. Attach any available organization chart or charts which indicate the offices within your agency responsible for scientific and technical information.

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TECHNICAL REPORT SYSTEM

4. What are the criteria established by your agency for reporting or not reporting research and development results?

5. Please list number of technical reports in fiscal year 1963 resulting from research and development projects by type of performer, indicating percentage controlled and percentage of projects completed, but not reported through technical report system.

<u>Type of performer</u>	<u>Number of technical reports completed, fiscal year 1963</u>	<u>Percentage controlled (restricted because of security, proprietary or any other reason)</u>	<u>Percentage of projects completed, but not reported by technical report system</u>
a. Inhouse investigators	1. _____	2. _____	3. _____
b. Contractors	1. _____	2. _____	3. _____
c. Grantees	1. _____	2. _____	3. _____
d. Total	1. _____	2. _____	3. _____

6. How often does your agency require submission of technical reports from various performers of research and development work? Please indicate average frequency.

<u>Type of performer</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Semiannually</u>	<u>Annually</u>	<u>Upon completion only</u>	<u>Do not require</u>
a. Inhouse investigator	1. _____	2. _____	3. _____	4. _____	5. _____	6. _____
b. Contractors	1. _____	2. _____	3. _____	4. _____	5. _____	6. _____

7. Do you feel that the frequency of progress reporting of research and development projects of your agency should be increased to better satisfy your needs? Indicate response by type of performer.

<u>Type of performer</u>	<u>Increase</u>	<u>Remain at Present Level (Check one)</u>	<u>Decrease</u>
a. Inhouse investigator	_____	_____	_____
b. Contractor	_____	_____	_____
c. Grantees	_____	_____	_____

CONTROLS

8. This question concerns the criteria used to determine if information about the research and development results achieved by your agency will be made available to the public. (Controls are defined as any restrictions because of security, proprietary or any other reason.) List each type control imposed by your agency and respond to each question for each type of control imposed.

<u>Type of controls imposed</u>	<u>(a)</u> <u>Reason for each type control; If legal, supply citation</u>	<u>(b)</u>	<u>(c)</u> <u>Office or Individual responsible for each type control imposed</u>	<u>(d)</u> <u>Office or Individual responsible for decontrolling each type control</u>	<u>(e)</u> <u>Percentage of technical reports withheld from public for each type of control</u>
					%

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CONTROLS—Continued

9. Do you decontrol technical reports automatically after a certain period of time?

a. Yes ____ b. No ____

10. If yes, what procedures are used to decontrol and announce availability of decontrolled reports to public?

11. What was the total number of your technical reports decontrolled in FY 1963? ____

12. What methods do you use for communicating negative or unreported results of your research and development efforts?

13. Cite significant cases in which reports of negative results were prepared and disseminated.

FORMAT AND INDEX

14. Do you include in your agency requirements for technical reports, requests for author-prepared abstracts and author-prepared index?

	<u>A. Author/Abstract</u>		<u>B. Author/Index</u>	
	<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
a. Inhouse investigators	1. ____	2. ____	3. ____	4. ____
b. Contractors	1. ____	2. ____	3. ____	4. ____

15. When technical reports are submitted by the performer, do agency requirements for format and index follow a coordinated or uniform system?

Type of Performer	<u>A. Format</u>		<u>B. Index</u>	
	<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
a. Inhouse investigators	1. ____	2. ____	3. ____	4. ____
b. Contractors	1. ____	2. ____	3. ____	4. ____
c. Grantees	1. ____	2. ____	3. ____	4. ____

FORMAT AND INDEX—Continued

16. If variations occur in requirements for format and index within your agency, what are the variations and reasons for such variations?

17. Is there a central office which is responsible for establishing requirements for the format and index of technical reports within your agency?

YES

NO

a. Format _____
b. Index _____
c. If no, what offices establish such requirements?

DISTRIBUTION OF TECHNICAL REPORTS

18. Approximately how many copies of technical reports resulting from your agency's research and development efforts are made available by primary distribution?

Technical reports from performers

Number of reports distributed
(Check one)

	0	1 to 10	10 to 100	over 100
a. Inhouse investigators:				
1. Within your agency	_____	_____	_____	_____
2. To other U.S. Government agencies	_____	_____	_____	_____
3. To contractors	_____	_____	_____	_____
4. To general public	_____	_____	_____	_____
b. Contractors:				
1. Within your agency	_____	_____	_____	_____
2. To other U.S. Government agencies	_____	_____	_____	_____
3. To contractors	_____	_____	_____	_____
4. To general public	_____	_____	_____	_____
c. Grantees:				
1. Within your agency	_____	_____	_____	_____
2. To other U.S. Government agencies	_____	_____	_____	_____
3. To contractors	_____	_____	_____	_____
4. To general public	_____	_____	_____	_____

19. Does your agency supply the Library of Congress and the Superintendent of Documents with a copy of every technical report?

YES

NO

- a. Library of Congress
- b. Superintendent of Documents

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DISTRIBUTION OF TECHNICAL REPORTS—Continued

20. Where, within your agency, can the public obtain your agency's technical reports?
Please identify office or offices.

21. Do other Government agencies distribute your agency's technical reports to the public?

<u>Other Federal distributors</u>	<u>YES</u>	<u>NO</u>	<u>Approximate number of copies distributed in fiscal year 1963 by these agencies</u>
a. Department of Defense	1. <hr/>	2. <hr/>	3. <hr/>
b. Superintendent of Documents	1. <hr/>	2. <hr/>	3. <hr/>
c. OTS, Commerce	1. <hr/>	2. <hr/>	3. <hr/>
d. Small Business Administration	1. <hr/>	2. <hr/>	3. <hr/>
e. Other, specify	1. <hr/>	2. <hr/>	3. <hr/>

EVALUATION OF TECHNICAL REPORTS

22. Does your agency make a content analysis of technical reports through a scientific or technical analysis board?

<u>Type of Performer</u>	<u>YES</u>	<u>NO</u>
a. Inhouse investigators	<hr/>	<hr/>
b. Contractors	<hr/>	<hr/>
c. Grantees	<hr/>	<hr/>
d. If not, what process does your agency have for evaluating contents of technical reports submitted by each type of performer?		

23. After evaluation and review of the technical reports submitted to your agency, approximately what percentage of the reports were rejected or returned for revision in FY 1963 by project or contracting officer and at the review level?

	<u>By Project or Contracting Officer</u>	<u>At Review Level</u>
a. None	<hr/>	<hr/>
b. Less than 5%	<hr/>	<hr/>
c. 5% to 15%	<hr/>	<hr/>
d. 15% to 25%	<hr/>	<hr/>
e. Over 25%	<hr/>	<hr/>

FOREIGN INFORMATION

24. Does your agency regularly use and collect scientific and technical foreign literature?

a. Yes ____ b. No ____

25. What, if any, are your problems in connection with the collection of these documents?

26. Do you maintain agreements with foreign countries for exchange of scientific and technical information?

a. Yes ____ b. No ____

c. If yes, list countries:

	<u>YES</u>	<u>NO</u>
27. Does your agency perform translations of foreign documents?	____	____
28. If yes, what sources are used by your agency to obtain translations of foreign documents?	<u>YES</u>	<u>NO</u>
a. Inhouse only	1. ____	2. ____
b. From other Government agencies (identify agencies)	1. ____	2. ____
<hr/>		
c. By contract with non-Government agencies	1. ____	2. ____
d. By a combination of a, b, c.	1. ____	2. ____
e. By contract with non-Government agencies only	1. ____	2. ____

29. If translations are performed under contract by nongovernmental performers, what was total cost of contracts for fiscal year 1963 and estimated for fiscal year 1964?

a. Fiscal year 1963 \$_____

b. Fiscal year 1964 \$_____

30. How does your agency determine if prior translations are already available? Identify checkpoints used and frequency.

<u>Checkpoints</u>	<u>Routinely</u>	<u>Occasionally</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

31. If you perform translation, which Federal agencies use you as a checkpoint?

<u>Name of Agency</u>	<u>Routinely</u>	<u>Occasionally</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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FOREIGN INFORMATION—Continued

32. Do you feel listings of translations in process and translations completed at various checkpoints are adequate for your needs?

<u>Translations</u>	<u>Adequate</u>	<u>Inadequate</u>
a. In process	1. ____	2. ____
b. Completed	1. ____	2. ____

33. How does your agency announce completed translations and those which are in process:
 (a) To other Government agencies; (b) To contractors; (c) To public.

34. Is there a central file on translated materials in your agency? a. Yes ____ b. No ____
 c. If yes, please identify.

PUBLICATION PRACTICES

35. Do you require the contractor or inhouse investigator to identify the source of support for his research when a report is published in a scientific or technical periodical?
 a. Yes ____ b. No ____

36. What percentage of the substance or content of your technical reports appear in scientific and technical periodicals? ____ %

a. Appear within a year of completion of research ____
 b. Appear a year after completion of research ____
 c. Appear 2 years after completion of research ____

37. Does your agency permit payment of page charges for the publication of technical papers and require reprints of these papers?

	<u>Payments allowed</u>		<u>Reprints required</u>	
	<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
a. Inhouse investigators	1. ____	2. ____	3. ____	4. ____
b. Contractors	1. ____	2. ____	3. ____	4. ____

PUBLICATION PRACTICES—Continued

38. Are there means other than page charges by which you support nongovernmental, noncommercial scientific and technical publications? a. Yes ____ b. No ____
c. If yes, please identify publication and type of support.

39. Do you support either directly or indirectly any commercial publication enterprises? a. Yes ____ b. No ____
c. If yes, describe.

SYMPOSIA

40. What is your agency policy on holding symposia or meetings on research and development efforts?

41. What is your agency policy on travel and attendance by your scientists and engineers at symposia or meetings in the research and development field?

SYMPOSIA--Continued

42. List symposia or meetings to be sponsored (or cosponsored) by your agency, held or planned for fiscal year 1964, for purpose of alerting industrial or scientific communities to recent research and development activities and results.

D. Estimated
number of
non-Government
participants

A. Subject of meeting

B. Location

C. Date

43. What are your plans for symposia or meetings in fiscal year 1965?

Check one

a. Continue present schedule 1. _____
 b. Increase present schedule 1. _____
 c. Decrease present schedule 1. _____

GENERAL

44. Please describe any other methods used by your agency to communicate research and development results to scientific and industrial communities not specified previously in this survey.

45. Do you list current, unclassified research projects and make such listings available to the public? a. Yes ____ b. No ____
 c. If yes, where are they available?

46. Are engineering drawings developed by your research and development efforts available to the public? a. Yes ____ b. No ____
 c. If yes, where are they available?

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PLANS FOR FUTURE

47. List all studies completed in fiscal year 1964 or now underway in your agency on needs of users of scientific and technical information and methods designed to improve communication of research and development information.

48. List new or significant developments or techniques in scientific and technical information processing within your agency achieved or anticipated in fiscal year 1964, particularly in the field of information retrieval, improved communication, greater accessibility of information, et cetera, which will assist your agency in coordinating and expediting flow of research and development results.

LISTING OF SCIENTIFIC AND TECHNICAL INFORMATION FACILITIES

49. In order to present a comprehensive understanding of the scientific and technical information program within your agency, please list below all facilities (other than routine public information offices) specifically organized to facilitate the handling of research and development scientific and technical information within your agency and to the public: which acquire, process or establish bibliographic control and disseminate scientific and technical information. If your agency distinguishes between different types of information facilities, such as document or data centers and information centers, separate listings may be provided.

C. Major subjects covered by facility. (Enter letter(s) which best defines your coverage)

a. Agriculture	j. Medical sciences
b. Biological sciences	k. Materials
c. Chemistry	l. Physics
d. Chemical engineering	m. Aerospace physics
e. Earth sciences	n. Nuclear physics
f. Electronics	o. Social Sciences and
g. Engineering	p. Humanities
h. Health, Safety, Pollution	q. Transportation
i. Mathematics	r. Other [specify]

B. Type of operator (check one)A. Name and address of facility

Inhouse	Contractor
---------	------------

1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____

INSTRUCTIONS FOR PART 2

For each information facility listed above, please complete Part 2.